

POSITION DESCRIPTION

Part I: POSITION INFORMATION

Read each heading carefully before proceeding. Make statements simple, brief, and complete. **Be certain the form is signed.** Send the original to Human Resources. Supervisors and incumbents are responsible for completion of this form.

Unclassified ▼	Regular ▼	Full-Time ▼	New ▼	100% ▼	Other %
Position Number: K0220287		Current Class Title:		For Use by Human Resources Allocation: _____ Effective Date: _____ FLSA Status: _____ Approved By: _____ Pay Grade: _____	
Employee Name: Heather Moore		Proposed Class Title: (reallocations or new positions only) Project Coordinator			
Direct	Name: Marc Shiff	Position Number: K0047427			
Supervisor	Title: PSE II , (Director, CSHCN)				
Location:	Topeka/Shawnee ▼	Other Location:	8:00am - 5:00pm ▼	Other Hours:	
Division:	Division of Health, Bureau of Family Health ▼			Budget Program Number:	65110

Part II: ORGANIZATIONAL INFORMATION

1. If this is a request to reallocate the position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

This position is funded directly from the HRSA "Integrated Community Systems for Youth with Special Health Care Needs" grant. The project coordinator will be responsible for providing day to day supervision and management of project activities. This person will function as a liaison with key stakeholder groups; Kansas University Center on Developmental Disabilities, Families Together, Inc., Kansas Youth Empowerment Academy, Kansas Academy of Pediatrics, Kansas Academy of Family Physicians, Kansas State Department of Education, Kansas Social and Rehabilitation Services and others as identified. Job requirements include coordinating and completing project activities that address the goals of the grant: ; organizing teleconference events; responding to questions and information requests; coordinating advisory meetings; conducting learning collaborative activities; ensuring student and family support and involvement; participating in state agency meetings; monitoring sustainability activities; and disseminating information

2. How much latitude is allowed incumbent in completing work?

Considerable ▼

3. What kinds of instructions, methods and guidelines are given to the incumbent in this position to help do the work?

The project coordinator will be guided by the Advisory Council and work under the oversight of the Project Liaison and Transition Specialist and Evaluation Coordinator

4. Which statement best describes the results of error in action or decision of this incumbent?

Major program failure, major property loss, or serious injury or incapacitation. ▼

5. Describe the work of this position. Use the following format for describing the duties: What is the action being done (use action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed).

Number Each Task, Indicate Percent of Time and Identify each function as Essential or Marginal by placing an "E" or "M" next to the % of time for each task. No duty shall exceed 50% nor be less than 5%.

Essential functions are primary job duties for which the position was created and that an employee must be able to perform, with or without a reasonable accommodation.

Marginal functions are peripheral, incidental or minimal parts of the position.

Note: The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Number	% of Time	E or M	Description of Duties
1.	40%	E	Responsible for developing, managing, and completing project activities. Communicate with schools, agency personnel, family members, individuals with disabilities, and the medical community. Respond to questions and requests for information. Provide support for the Project Liaison and the Transition and Evaluation Coordinator that address the goals and objectives of the grant.
2.	25%	E	Organize and arrange advisory committee meetings, organize and conduct teleconferences events; coordinate training events, and provide project technical support and assistance. Organize and conduct learning collaborative activities. Assure student and family accommodations are supported and responsible for stipend compensation oversight and coordination. Assist with developing written and computerized products and materials.
3.	20%		Facilitate family and individual continuing project involvement. Arrange stipends and other eligible participant compensation and/or accommodations. Collect project data, and provide ongoing project feedback. Disseminate project information and resources. Assure grant activities management and outcomes are tracked, recorded, and achieved.
4.	10%		Attend state and local meetings as needed, participate in project-related activities and events, and prepare project reports and presentations.
5.			
6.	5%	M	Perform other duties as assigned including serving as a member of the KDHE Disaster Response Team as needed to assure the agency's public and environmental health response is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism.

6. Click on the button if this position directly supervises agency employees:				<input type="radio"/> Supervisor <input checked="" type="radio"/> Non-Supervisor	
7. List the class titles and position numbers of all agency employees directly supervised by this position:					
Class Title	Position #	Class Title	Position #		

8. For what purpose, with whom and how frequently are contacts made with the public, officials or other employees?

				Other Purpose:
<input checked="" type="checkbox"/> Local Government Officials	Occasionally	▼	carry out duties	▼
<input checked="" type="checkbox"/> State Government Officials	Frequently	▼	carry out duties	▼
<input checked="" type="checkbox"/> Federal Government Officials	Occasionally	▼	carry out duties	▼
<input checked="" type="checkbox"/> Community Contacts	Frequently	▼	carry out duties	▼
<input checked="" type="checkbox"/> Private Consultants	Occasionally	▼	carry out duties	▼
<input type="checkbox"/> Owners	Frequency:	▼	Purpose:	▼
<input type="checkbox"/> Operators	Frequency:	▼	Purpose:	▼
<input type="checkbox"/> Legislature	Frequency:	▼	Purpose:	▼
<input checked="" type="checkbox"/> KDHE Program Staff	Daily	▼	carry out duties	▼
<input checked="" type="checkbox"/> Other Youth/ Families	Frequency:	▼	carry out duties	▼
<input checked="" type="checkbox"/> Other Medical Professionals	Occasionally	▼	carry out duties	▼
<input type="checkbox"/> Other	Frequency:	▼	Purpose:	▼

9. What hazards, risks or discomforts exist on the job or in the work environment?

<input checked="" type="radio"/> Normal Office Environment <input type="radio"/> Other (please explain)	Ability to travel is required with occasional overnight stays.
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10. Describe any methods, techniques or procedures that must be used to ensure safety for equipment, employees, clients and others.
(Check all that apply.)

<input checked="" type="checkbox"/>	Standard industry health and safety protocol is used at sites to ensure the safety of all on-site personnel and the general public.
<input type="checkbox"/>	Contact with corrosive, toxic, ignitable, and/or reactive materials during fieldwork including hazardous or solid waste site visits, sampling activities, and related work may occur.
<input type="checkbox"/>	Pursuant to 29 CFR, Part 1910.120, employee will be required to successfully complete the 40-hour Hazardous Waste Site Operations training and the annual eight-hour update training.
<input type="checkbox"/>	Personal protective equipment is provided as necessary.
<input checked="" type="checkbox"/>	The use of electrical audiovisual equipment necessitates knowledge and safety measures while using and securing equipment cords to prevent self and others from electrical shock or trip/fall injuries.
<input type="checkbox"/>	Normal driving and road hazards may occur while traveling Kansas roads.
<input type="checkbox"/>	Use of proper lifting techniques is necessary when lifting and moving material, equipment, etc.
<input checked="" type="checkbox"/>	Requires the use of computer, copier, calculator, fax, and other electrical office machines.
<input checked="" type="checkbox"/>	Incumbent is encouraged to follow office safety practices to ensure safety for self and others in the office.
<input type="checkbox"/>	Other:

11. Performance of the duties of this position could be reasonably anticipated to cause exposure to blood, blood products and/or other potentially infectious materials.

☐ Yes
 ☒ No

12. Check all machines regularly used in the work of this position and indicate frequency with which they are used.

Equipment:	Frequency Used:	Equipment:	Frequency Used:	Other:
<input checked="" type="checkbox"/> Computer	Daily ▼	<input checked="" type="checkbox"/> Other (describe)	Occasionally ▼	TTY phone
<input checked="" type="checkbox"/> Telephone	Daily ▼	<input checked="" type="checkbox"/> Other (describe)	Frequently ▼	Tele-conferencing equipment
<input checked="" type="checkbox"/> Copier	Daily ▼	<input checked="" type="checkbox"/> Other (describe)	Frequently ▼	overhead and projection devices
<input checked="" type="checkbox"/> Fax machine	Frequently ▼	<input type="checkbox"/> Other (describe)	Occasionally ▼	
<input checked="" type="checkbox"/> Scanner	Occasionally ▼			
<input type="checkbox"/> Scientific equipment	Frequency: ▼			
<input type="checkbox"/> Sampling equipment	Frequency: ▼			
<input checked="" type="checkbox"/> Vehicle	Daily ▼			

Part III: EDUCATION, EXPERIENCE AND SAFETY INFORMATION

13. Minimum Requirements (MR) as stated in the State of Kansas Class Specification. **Note: Do not include substitution statement indicated on class specification. However, if substitution is desired, specifically describe substitution.**

Bachelor's degree in Social Work or Nursing.

14. Special Requirements: Additional qualifications for this position that are necessary to perform the Essential Functions of the position (i.e. license, registration or certification).

License's Required	<input checked="" type="checkbox"/> Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State. <input type="checkbox"/> Professional Environmental Engineer - Incumbent is required to maintain a professional environmental engineer license while in the position. <input type="checkbox"/> Professional Geologist - Incumbent is required to maintain a professional geology license while in this position.
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Other License

15. Preferred education, experience or skills. **(These items will be used to screen applicants when recruiting to fill the position.)**

Preferred Education

- ☐ High School/GED
☒ Bachelors Degree
☐ Masters Degree
☐ Ph.D.
☐ M.D.
☐ Other
☐ Other
☐ Other
☐ Other

Degree Area

Preferred Skills

- ☐ Computer Skills
☐ Grammar
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other
☐ Other

Word, Excel, PowerPoint, Access

Proofreading, editing, attention to detail

Preferred Experience:

Bachelor's degree in Public Health or disability support services. Two years direct experience working with persons with a disability. Demonstrated project and time management skills, effective written, oral, and interpersonal communication skills. Preference will be given to the candidate with a broad based experience in multiple work settings such as education, workforce, health, family support, advocacy. Bilingual skills.

Part IV: SIGNATURES

Signature of Employee

Date

Signature of Human Resources Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date